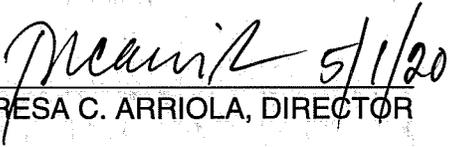


Guam Behavioral Health and Wellness Center		
TITLE: General Evacuation Plan	POLICY NO: AD-HS-06	Page 1 of 2
RESPONSIBILITY: Health and Safety		
APPROVED BY:  THERESA C. ARRIOLA, DIRECTOR	DATE OF ORIGINAL APPROVAL: 2/29/2012	
	LAST REVIEWED/REVISED:	

PURPOSE:

To provide a systematic procedure for evacuation that ensures consumers, visitors, volunteers, and staff are able to evacuate safely in an emergency situation.

POLICY:

- A. Each service location will have an evacuation map noticeably posted. Staff must be familiar with evacuation maps for all Guam Behavioral Health and Wellness Center (GBHWC) locations that they frequently visit.
 1. The map will show the locations of all exit routes, exits, and evacuation areas.
 2. It is the responsibility of the Safety Officer to ensure the maps are updated when necessary and that staff are provided training regarding this evacuation policy.

- B. Annually, each service location should be evaluated by the Safety Officer to meet the evacuation needs of any person(s) with disabilities. Any special needs or actions should be planned and practiced, as applicable.

- C. Exit doors should have posted, illuminated signage, and exit pathways should be clear of obstructions such as equipment, furniture, or locked doors.

PROCEDURE:

- A. Evacuation
 1. Staff is required to assist all consumers, especially those with special needs. Consumers, visitors, and volunteers shall be assisted to the nearest exit and pre-determined evacuation areas.
 - a. All consumers, visitors, volunteers, and staff on the third floor shall be escorted down the outside stairs to the designated area.
 - b. Staff shall use the evacuation chair, as needed, for special needs individuals.
 2. Guards or lead staff members are responsible for grabbing the Evacuation Kit.
 3. Prior to leaving the Inpatient Units:
 - a. The Charge Nurse is responsible for:
 - i. Unlocking the hallway exit door but keeping it closed.
 - ii. Grabbing the emergency set of keys.
 - iii. Securing consumer's charts and documents with PII inside medication room, whenever possible, ensuring the medication room is not occupied and locked.
 - iv. Instructing Psychiatric Technicians to escort consumers to the evacuation area and checking that all rooms are empty of occupants.
 - v. Collecting accountability and relevant information from all staff.

- vi. Reporting accountability (personnel, consumer, and visitor count with indications of discrepancy, if applicable) and relevant information to designated point of contact IAW emergency plan.
 - b. Psychiatric Technicians are responsible for:
 - i. Escorting consumers to the evacuation area while mentally making note of facility and immediate surrounding (facility damage, water, or sewer leaks) while exiting the unit
 - ii. Reporting to personnel, consumer, and visitor head count and facility assessment to the Charge Nurse
 - iii. Remaining with and ensuring consumers are within their immediate area of control until the order to re-enter the building is declared. Inpatient staff shall position themselves appropriately to allow for close observation of the consumers to prevent elopements.
 4. Once in the evacuation area, staff shall remain calm and ensure consumers, visitors, and volunteers remain at their designated locations.
- B. Head Counts/Unaccounted for Consumers, Visitors, Volunteers or Staff
1. Once everyone is in the designated evacuation area, supervisors/lead staff shall do a head count of their staff, volunteers, and assigned consumers. It is suggested that keeping persons together by their naturally occurring groups provides the most natural and workable framework for "head counting" consumers.
 2. All other staff shall do their best to account for consumers, visitors, and volunteers they knew were in building.
 3. If anyone is not accounted for, it shall be immediately reported to the emergency response personnel (i.e., fire department, police department), and they will initiate a search.
 - a. The Safety Officer and Facility Operations Supervisor are only responsible for searching the evacuation areas for the individual.
- C. Returning to the Building
1. Individuals shall be restricted from returning to the building for any reason until the "all clear" is given.
 2. During an actual emergency, the emergency response personnel are responsible for communicating the "all-clear" with the Director and/or Deputy Director.
 - a. The Safety Officer and Facility Operations Supervisor shall communicate with the Director and/or Deputy Director prior to notifying all individuals that it is safe to return to the building.
 - b. If the responding authority determines it is not safe to return to the building, the Director shall be notified immediately.
 3. During a false alarm, drill, or when emergency response personnel do not respond, the Safety Officer and/or Facility Operations Supervisor is responsible for communicating with the Director and/or Deputy Director prior to notifying all individuals that it is safe to return to the building.
 4. At all satellite locations, designated Safety Wardens are responsible when the Safety Officer and/or Facility Operations Supervisor are not present.

SUPERSEDES



GUAM BEHAVIORAL HEALTH & WELLNESS CENTER

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REVIEW AND ENDORSEMENT CERTIFICATION

The signatories on this document acknowledge that they have reviewed and approved the following:

Policy Title: Evacuation Plan Policy

Policy No: AD-HS-06

Initiated by: Environments of Care Committee

Date	Signature
2/20/2020	

Jeremy Lloyd-Taitano, RN-BC
Interim Environments of Care Chairperson

Date	Signature

Barsen Adelbai - EOC Member
Risk Management

Date	Signature
2/25/2020	

Cydsel Victoria Toledo- EOC Member
Quality Improvement Coordinator/Regulatory Compliance Officer

Date	Signature
3/5/2020	

Shermalin Pineda - EOC Member
Residential Recovery Program Manager

Date	Signature
2/26/2020	

Alfred Garrido-EOC Member
Health and Safety Officer

Date	Signature
2/26/2020	

Leonora Urbano MSN, RN-BC
Nursing Administrator

Date	Signature
2.26.20	

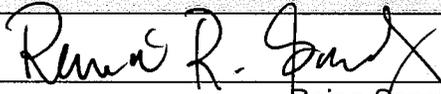
Ms. Annie Unpingco LCSW,LPC
Child Adolescent Services Division Administrator



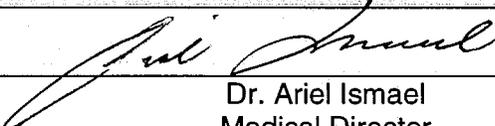
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Date	Signature
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Reina Sanchez, M.A
Clinical Administrator

Date	Signature
03/16/2020	

Dr. Ariel Ismael
Medical Director

Date	Signature
4/30/2020	

Carlissa Pangelinan
Deputy Director